GET AN EARLY START!
The first step is to get your updated supply lists to us. February 1st is ideal!

COMPLETE THE “CUSTOMIZE YOUR PROGRAM” FORM.
It contains data that will allow us to customize a program to meet the specific needs of your school.

DOUBLE CHECK THE ESTIMATES FOR ACCURACY.
It is important that the estimates are accurate to ensure that your kits will be built correctly. The estimates should match the supply lists exactly. If there are any discrepancies, your account manager will work with you to correct them. This is your opportunity to make sure the kits are right!

CHECK THE ORDER FORM TO BE SURE THE CONTENT IS CORRECT.
After you have approved the estimates, your account manager will design a customized order form for your school. In regards to a timeline, it is driven by your school’s needs. Some schools want their order forms in-hand for Kindergarten registration. Others want them about 4 weeks prior to the last day of school.

LAUNCH YOUR PROGRAM.
You will be notified by email when the online ordering for your school has been activated and order forms have been shipped to you.

GET THE WORD OUT!
Spreading the word to the school community is the key to success. EduKit provides many materials and resources for promoting your program. Reference the “How To Make Your Program A Success” document for a list of ideas.

ENTER CHECK AND CASH ORDERS INTO THE EDUKIT WEBSITE.
If you are accepting check and cash orders, enter them into the “Coordinator” section of the EduKit website. Your account manager will provide a website user’s guide and a short tutorial to get you started.
*Please note, there is a deadline to enter these orders.

ENJOY THE SUMMER!